

AGENDA BOARD OF CONTROL

Auditorium
Monday, May 18, 2020 2:30 PM

Action	Description	Reference No.
1. Renew – Fire Protection System Svs (Fire)		BC-20-126 gen'l fund
2. Renew – Prof Svs – Parking Citation Billing Svs (Police)		BC-20-127 taken from collections
3. Renew – Roll-off Box for Construction Debris (Refuse)		BC-20-128 gen'l fund
4. Award – Prof Svs – LakewoodAlive Operation Support (P&D)**		BC-20-129 Econ Devlpmnt fund
5. Award – City Parks Public Wi-Fi Cloud Subscription (I.S.)		BC-20-130 gen'l fund
6. Award – Prof Svs – Design Svs for Fire Station #2 Building Addition		BC-20-131 Lkwd Hosp Sp Rev fund

** re: Item No. 4 – Ian Andrews from LakewoodAlive would like to attend
Due to Social Distancing rules, please plan to meet in Auditorium and wear masks

***Next Meeting is Monday,
June 1, 2020; 2:30 PM***



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-20-126

May 18, 2020

Board of Control
City of Lakewood, Ohio 44107

Subject: Renew Contract – Fire Protection System Services

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Public Works, Division of Fire, and the attached letter of recommendation, I am submitting for your consideration this request to renew a contract with Fire Loss Control, Inc. in an amount not to exceed \$35,000 to perform the City's annual fire alarm, sprinkler, and fire extinguisher testing, annual monitoring and cellular service, including additional repair & replacements to fire protection systems as needed. This is the first of (2) additional one-year renewal options available; contract effective June 1, 2020 through May 31, 2021.

Fire Loss Control, Inc. submitted the sole proposal for these services as outlined in RFP No. 19-005.

Contracting Authority:	Ordinance 33-19A \$50,000
Contracting Balance:	\$50,000 / \$15,000
Funding:	General Fund
Account Distribution:	101-3010-451-52-02 \$73,000
Account Balance:	\$55,969 / \$20,969
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Object Code:	Fire Equipment Maintenance
Commodity Code:	936-033
Bid Reference:	RFP No: 19-005


Kim Deyarmin
Purchasing Manager

	Approved	Disapproved	Date
Roman Ducu, Director of Public Works	_____	_____	_____
Brian T. Corrigan, Director of Law	_____	_____	_____
Peter Rancatore, Director of Finance	_____	_____	_____
Meghan F. George, Mayor	_____	_____	_____



DEPARTMENTAL CORRESPONDENCE

SUBJECT: Fire Loss Control Renewal

TO: Board of Control – Mrs. Kim Deyarmin

FROM: Fire Chief Timothy Dunphy

I am recommending the renewal of the contract with Fire Loss Control for fire alarm testing, maintenance, repair and replacement work in all City facilities. Fire Loss Control was awarded this contract from RFP 19-005. This contract will be held in Public Works but will work together with Fire Marshal Ryan Fairbanks to manage it. The cost breakdown is listed below:

- a. \$5,805.00 – Annual Fire Alarm Inspections
- b. \$1,147.50 – Fire Extinguisher Testing & Maintenance
- c. \$4,320.00 – Annual Monitoring & Cellular Service
- d. \$20,000.00 – Additional Repairs/Replacements of Fire Protection Systems

\$31,272.50 Total

Fire Loss Control has provided this service for the City of Lakewood for the past five years. The results have been very favorable and have been an excellent partner to work with.

This work has been paid out of account #101-3010-451-52-02, and the current purchase order number is #92227.

**CITY OF LAKEWOOD, OHIO
REQUEST FOR PROPOSAL**

**FIRE PROTECTION SYSTEM SERVICES
RFP No. 19-005**

COMPANY NAME: FIRE LOSS CONTROL, INC.
Signed by: Deborah A. Kobrak
Printed Name: DEBORAH A. KOBRAK
Dated: 05-08-19

COST PROPOSAL

SEE ATTACHED BREAKDOWN

Proposer shall submit a cost for services identified in the RFP for twelve (12) months.

Initial Contract:

Annual Contract Cost effective 6/1/2019 through 5/31/2020: \$ 11,272.50
Cost of Testing Fire Extinguishers \$ 3.75 / unit (x) 306* = \$ 1,147.50
(Total of Testing Fire Extinguishers shall be included in Annual Contract Cost)

RENEWAL OPTIONS

Contract shall include (2) additional one-year renewal options available to the City. Proposer shall submit a cost for the same service identified in the RFP for two (2) additional renewal years.

First Renewal Year Option:

Annual Contract Cost effective 6/1/2020 thru 5/31/2021: \$ 11,272.50
Cost of Testing Fire Extinguishers \$ 3.75 / unit (x) 306* = \$ 1,147.50
(Total of Testing Fire Extinguishers shall be included in Annual Contract Cost)

Second Renewal Year Option:

Annual Contract Cost effective 6/1/2021 thru 5/31/2022: \$ 11,272.50
Cost of Testing Fire Extinguishers \$ 3.75 / unit (x) 306* = \$ 1,147.50
(Total of Testing Fire Extinguishers shall be included in Annual Contract Cost)

*note: as fire extinguishers quantities fluctuate, unit price will determine annual contract cost



590 Pearl Road ♦ Brunswick OH 44212
 Phone: 330-460-6930 ♦ Fax: 330-680-5399 ♦ e-mail: info@firelosscontrol.com
 State of Ohio Certification: 53 52 1003

2019 – 2020 Fire Protection Monitoring Pricing RFP 19-005

1.	Division of Refuse and Recycling *	12920 Berea Rd.
	Annual fire alarm and fire sprinkler monitoring and cellular service.	\$540.00
2.	Lakewood Fire Station #3	12567 Clifton Rd.
	Local only	\$0.00
3.	City Hall & Police Department	12650 Detroit Ave.
	Bid paperwork says FLC monitoring - FLC not monitoring, LPD Dispatch??	\$0.00
4.	Public Works Garage	12650 Detroit Ave.
	Direct to LPD Dispatch.	\$0.00
5.	City Hall Annex	12605 Detroit Ave.
	Direct to LPD Dispatch.	\$0.00
6.	Lakewood Fire Station #2	13124 Detroit Ave.
	Local only.	\$0.00
7.	Women's Club Pavilion *	14532 Lake Ave.
	Annual fire alarm monitoring and cellular service.	\$540.00
8.	Lakewood Division of Youth *	12900 Madison Ave.
	Annual fire alarm monitoring and cellular service.	\$540.00
9.	Lakewood Fire Station #1 *	14601 Madison Ave.
	Annual fire alarm, fire sprinkler and kitchen suppression system monitoring and cellular service.	\$540.00
10.	Senior Center West *	16024 Madison Ave.
	Annual fire alarm and kitchen suppression system monitoring and cellular service.	\$540.00
11.	Municipal Utilities Garage *	1699 Metro Park Dr.
	Annual fire alarm and fire sprinkler monitoring and cellular service.	\$540.00
12.	Waste Water Treatment Plant *	1699 Metro Park Dr.
	Annual fire alarm monitoring and cellular service.	\$540.00
13.	Traffic & Signals *	1437 Wayne Ave.
	Annual fire alarm monitoring and cellular service.	\$540.00
14.	Old Stone House ***NOT INCLUDED IN RFQ***	14710 Lake Ave.
	Annual fire alarm monitoring and cellular service.	\$540.00
15.	Nicholson House * ***NOT INCLUDED IN RFQ***	13335 Detroit Ave.
	Annual fire alarm monitoring and cellular service.	\$540.00
15.	Historical Society * ***NOT INCLUDED IN RFQ***	13314 Detroit Ave.
	Annual fire alarm monitoring and cellular service.	\$600.00
	TOTAL ANNUAL MONITORING *	\$4,320.00
	* Locations set up with cellular service, in place of a landline. Cost of cellular service is \$300 per account per annum. Total annual monitoring plus cellular service is \$4,320.00	



590 Pearl Road ♦ Brunswick OH 44212
 Phone: 330-460-6930 ♦ Fax: 330-680-5399 ♦ e-mail: info@firelosscontrol.com
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2019 – 2020 Fire Protection Inspection Pricing RFP 19-005

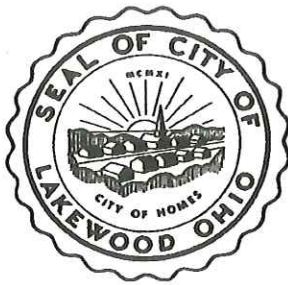
1.	Division of Refuse and Recycling	12920 Berea Rd.
	Annual fire sprinkler system inspection with report.	\$130.00
	Annual VESDA fire alarm system inspection with report [Xtralis].	\$225.00
2.	Lakewood Fire Station #3	12567 Clifton Rd.
	Semi-annual kitchen hood system inspection with report. ** 2 @ \$135.00 **	\$270.00
3.	City Hall & Police Department	12650 Detroit Ave.
	Annual fire sprinkler system inspection with report [Parking Garage].	\$350.00
	Annual fire alarm system inspection with report [Notifier]	\$950.00
4.	Public Works Garage	12650 Detroit Ave.
	Annual fire sprinkler system inspection with report.	\$160.00
	Annual fire alarm system inspection with report [Simplex].	\$350.00
5.	City Hall Annex	12805 Detroit Ave.
	Annual fire alarm system inspection with report [Notifier].	\$170.00
6.	Lakewood Fire Station #2	18124 Detroit Ave.
	Semi-annual kitchen hood system inspection with report ** 2 @ \$135.00 **	\$270.00
7.	Women's Club Pavilion	14532 Lake Ave.
	Annual fire alarm system inspection with report [Siemens].	\$235.00
8.	Lakewood Division of Youth	12900 Madison Ave.
	Annual fire alarm system inspection with report.	\$170.00
9.	Lakewood Fire Station #1	14601 Madison Ave.
	Annual fire sprinkler system inspection with report.	\$160.00
	Annual fire alarm system inspection with report.	\$290.00
10.	Senior Center West	16024 Madison Ave.
	Semi-annual kitchen hood system inspection with report. ** 2 @ \$135.00 **	\$270.00
	Annual fire alarm system inspection with report [Siemens]	\$250.00
11.	Municipal Utilities Garage	1699 Metro Park Dr.
	Annual fire sprinkler system inspection with report.	\$140.00
	Annual fire alarm system inspection with report [Notifier].	\$240.00
12.	Waste Water Treatment Plant	1699 Metro Park Dr.
	Annual fire alarm system inspection with report [Notifier].	\$990.00
13.	Traffic & Signals	1437 Wayne Ave.
	Annual fire alarm inspection with report [Siemens].	\$185.00
14.	Old Stone House ***NOT INCLUDED IN RFQ***	14710 Lake Ave.
	Annual fire alarm inspection with report.	\$170.00
15.	Nicholson House ***NOT INCLUDED IN RFQ***	13335 Detroit Ave.
	Annual fire alarm inspection with report.	\$250.00
	TOTAL ANNUAL FIRE PROTECTION INSPECTIONS	\$5805.00



590 Pearl Road ♦ Brunswick OH 44212
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2019 – 2020 Fire Protection Service Rate Pricing RFP 19-005

<i>Regular Hours:</i> [Service tech per hour - 2 hour minimum]	\$70
<i>After hours:</i> 4pm – 7am and weekends [Service tech per hour - portal to portal]	\$105
<i>Holidays</i> [Service tech per hour - portal to portal]	\$140



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-20-127

May 18, 2020

Board of Control
City of Lakewood, Ohio 44107

Subject: Renew Contract – Professional Service Contract – Re: Parking Citation Billing Service

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Public Safety, Division of Police, and the attached letter of recommendation, I am submitting for your consideration this request to renew a requirement contract to Data Ticket, Inc. in an amount not to exceed \$50,000 to provide Parking Citation Billing Services, including electronic ticket writers for Parking Enforcement. This is the final of (2) additional one-year renewal options; contract effective June 1, 2020 through May 31, 2021. *NOTE: collection fees are taken out of collections.*

Data Ticket, Inc. submitted the best responsive and responsible response to RFP 18-006.

Contracting Authority:	Ordinance 33-19A \$50,000
Contracting Balance:	\$50,000 / \$0.00
Contract Approved by Law:	Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/> on city's website
Object Code:	Contractual Services / Other
Commodity Code:	946-033
Bid Reference:	RFP 18-006


Kim Deyarmin
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Roman Ducu, Director of Public Works	_____	_____	_____
Brian T. Corrigan, Director of Law	_____	_____	_____
Peter Rancatore, Director of Finance	_____	_____	_____
Meghan F. George, Mayor	_____	_____	_____



DEPARTMENTAL CORRESPONDENCE

Date: May 11, 2020

To: Board of Control

From: Chief Timothy J. Malley

Re: Parking Citation Billing Services

I am recommending a renewal of our contract with Data Ticket for Parking Citation Billing Services. This is the second year of (2) one-year renewals of the contract. This contract will bid again in 2021.

The contract for Parking Citation Billing Services covers many aspects of our parking enforcement efforts. All of our tickets are entered into Data Tickets computer system and provides a web interface for customers and the City to view citations and make payments. Data Ticket collects payments, sends out delinquent notices, handles requests for appeals, and assists in reporting non payments to the BMV for registrations blocks. Fees for the services provided are only deducted for actual fines paid. The service provided has been excellent and I have no hesitation about recommending the renewal of this contract.

COST PROPOSAL

Data Ticket has proudly partnered with the City of Lakewood for the past 8 years. During this period, we have provided superior service at fair prices that have not increased over time. Below and on the following pages, we have once again provided the City with fair prices.

Data Ticket will be the single source responsible for processing and collecting the City's parking citations and guarantees that the partnership between the City and Data Ticket will be held in the highest regard.

Fee Proposal

Manual Parking Citation Processing: **\$0.50**

Services for the above-mentioned items include:

- On-site data entry of manually written citations performed within 48 hours of receipt
- On-site quality assurance verification of manually entered citations
- Scanning of all manually written citations onto our network for storage and ease of retrieval
- Bi-monthly shredding of manually written citations

Electronic Parking Citation Processing: **\$0.40**

Services for the above-mentioned items include:

- Automated citation transmission into Data Ticket's Citation Management Solution 24/7
- Automated confirmation email detailing successfully transmitted citations
- Automated transmission of photos attached to citations

1st Delinquent Notice: **\$0.72**

Services for the above-mentioned item include:

- Semi-custom Courtesy Notice that is printed on an 8 ½ x 11" piece of paper with a perforated tear-off payment stub provided in a window envelope sent to the registered owner of a vehicle
- All notices are attached to the citation online and are viewable via the web
- All notices sent via 1st Class Mail
- All notices include a return envelope in which the responsible party may submit payment
- This cost will increase as the US Postal Service increases the 1st Class postage rate
- **This charge is only incurred if the individual does not pay off the windshield and a notice is sent to the individual as a result**

Delinquent Collections:

25% of revenue collected

- This fee will be assessed when a citation is ninety (90) days past the citation issue date, assuming a first notice has been sent to the registered owner and the citation is not on hold for any reason
- Delinquent Notices will be sent to the registered owner

Data Ticket, Inc.
2603 Main Street, Suite 300
Irvine, CA 92614

Lakewood, Ohio
Paring Citation Billing Services
RFP No. 18-006

HANDHELD LICENSING AND SUPPORT COSTS

Detailed Android Pricing (Optional)

Data Ticket has provided the following 2 handheld unit options for the City. The N5 Print is a single piece unit with an integrated printer while the Samsung Galaxy S8 Plus is a two-piece unit. We have also recommended a TSC 3".

The pricing below is reflective of a **Five-Year Lease Price** option. If the City is interested in a shorter lease option or a purchase price we are happy to provide those as options.

Item	N5 Print	Samsung Galaxy S8 Plus w/ TSC 3" Printer
5 Year Lease Price	\$85.00 / per month	\$55.00 / per month

Handheld Software License Fee

Included

This fee includes all software enhancements provided remotely for the life of the lease.

Support and Replacement

Included

This fee includes full support for the hardware, including full repair or replacement of any units which fail to perform, have been damaged, lost or otherwise unable to use. Data Ticket will **not** charge the City a deductible. Data Ticket will provide a replacement unit within 1 business day of notification of any issue.

Training

Included

Onsite training at the City's preferred location will be provided free of charge for both the handheld ticket writer training and the system training.

Ticket Stock

TBQ

Ticket stock pricing may vary depending on the quantity, coloring, artwork, and set up fee

Wireless Services

Actual Cost

If the City elects to utilize a wireless data plan by which to transmit citations, Data Ticket will pass the cost of the data plan directly from the wireless vendor.

Services Included in the Above Costs:

Online Access for the City's Customers:

Included

The City's Customers will have the ability to perform the following functions online:

- View real-time citation(s) data
- Pay for a single or many citation(s)
- Request Appeals online and attach up to three documents supporting their position
- Print a receipt
- View pictures of the citation taken by the issuing officer (if the Agency allows)

Online Access for the City's Personnel:

Included

Access to the City's data is based on unique usernames and passwords assigned to City individuals who require access to the system. Data Ticket does not limit the number of individuals who have access to the system and the number and types of access can change at any point with a simple email request to Data Ticket.

Our Solution is setup to maintain a complete audit trail for each and every transaction in the system so that the username is displayed next to every transaction in the system, indicating who performed the transaction and when.

Dependent on the access rights provided to City Personnel, the following capabilities are available:

- View real-time citation(s) data, including pictures taken by the Issuing Officer
- Accept payment via VISA, MasterCard, Discover and American Express credit/debit cards
- Accept payment via Cash, Check or Money Order
- Process NSF's and Refunds
- Reduce or increase violation amounts, dismiss citations, void citations and place a citation on hold
- Change citation data, including violations, date, time, plate, location, comments, make, model, color, registration expiration date and others
- Perform Administrative Reviews online by entering the disposition directly online
- Generate a time expired or letter of non responsibility for a citation in the adjudication process
- View the complete reason for the Review Request and supporting documentation provided by the Appellant directly online
- Edit Appellant information
- Upload disposition documents sent to the Agency via US Mail
- Add a note to a citation and see all comments added to the citation
- View the reason for the 2nd Level Administrative Hearing Request online and view the supporting documentation provided by the Appellant, directly online
- Print a receipt with or without registered owner information

Reporting:

Included

- Data Ticket offers 24 reports online for our Clients to generate, print and re-print 24/7. We provide real-time reports that can be generated for any timeframe required and we provide pre-processed/month-end reports that reflect the month-end view of data.
- All reports are available online and because we do not purge data unless specifically requested to do so by a Client, the data is available as long as the Agency is a Client.
- All reports are generated in HTML so our Clients can copy and paste the data into Excel for data manipulation purposes.

Data Ticket, Inc.
2603 Main Street, Suite 300
Irvine, CA 92614

Lakewood, Ohio
Paring Citation Billing Services
RFP No. 18-006

- If the Agency were to request a report that was not already available, Data Ticket would work with the Agency to design the report and provide it to the Agency at no cost.

Manual Payment Processing:

Included

- Manually received payments (checks, cash, money orders and credit card payments sent via US Mail) are received at our PO Box in Newport Beach where a bonded and insured courier picks up the mail daily and delivers it to our Newport Beach office
- On-site Mail Department opens, sorts and batches the payments before providing them to our on-site Data Entry Department
- After double-blind entry of each payment, the citations are updated by our Quality Assurance team
- Payments are then provided to our Accounting Department where daily deposit slips are completed and provided to a bonded, insured courier who takes them to the bank

Registered Owner Information:

Included

- Registered owner information for all citations issued to Illinois license plates
- Registered owner information for all citations issued on out of state license plates
- Data Ticket is a recognized Strategic Partner with NLETs and has access to registered owner information nationwide through the NLETs service
- Access to this system requires the use of the City's ORI for tracking purposes only; Data Ticket will utilize its own ORI for actually acquiring the out of state data
- Turnaround time for acquisition of state registered owner information using NLETs is same day

Customer Service:

Included

- Data Ticket provides a live, bi-lingual, on-site Customer Service Department that is fully trained to answer questions related to citation issuance, payment, adjudication, fix-it tickets, if applicable, sign-offs, Delinquent Collections, Advanced Credit Reporting Collections and more
- All calls are recorded to quality assurance and recordings can be sent to the Agency at any time for review.
- Data Ticket's IVR is bi-lingual and accessible via several toll-free numbers; the IVR provides real-time information to the caller regarding current status, including the amount due
- The IVR accepts VISA, MasterCard, Discover, and American Express

Web Presence:

Included

- Data Ticket's Solution is 100% web-based and Section 508 Compliant and is provided at: www.CitationProcessingCenter.com; this is a generic website in the sense that it is not Agency branded. This website allows for the Agency and the Agency's Patrons to access citations online

Data Ticket, Inc.
2603 Main Street, Suite 300
Irvine, CA 92614

Lakewood, Ohio
Paring Citation Billing Services
RFP No. 18-006

- If the Agency prefers to have an Agency branded website, one in which the look and feel mimics that of the Agency's website, Data Ticket can and will provide this feature to the Agency.

Cost Increases:

Postal Rate Increase Offset – If postal rates increase during the term of the agreement, fees to DTI shall be raised immediately to offset the effect of the actual postal rate increase.

CPI Increases – There will be **NO** CPI increases for the duration of the agreement.

Fees Charged to the Customer:

Credit/Debit Card Processing **\$3.50 per transaction**

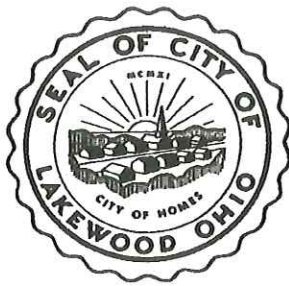
- Data Ticket is PCI Compliant and provides for the ability to pay via VISA, MasterCard, Discover, and American Express on our website, www.CitationProcessingCenter.com, via our toll-free, bi-lingual Customer Service Representatives, and via our toll-free, bi-lingual IVR Solution
- There is **no charge to the Agency** for credit / debit card processing; however, the Patron is charged \$3.50 per transaction; this means the Patron can pay for a single or many citations at once and incur a single \$3.50 fee

Payment Plan Processing **variable cost**

An administrative **fee will be assessed to Customers** who wish to participate in a payment plan. There is no charge to the Agency. This fee will cover the cost of the payment plan initiation, and the cost of a confirmation letter that is sent to the Patron confirming the details of the payment plan. The Agency will have the ability to determine whether Payment Plans are accepted and, if so, what the parameters for payment will be.

Credit Card Chargeback Processing **\$30.00 per transaction**

- If a chargeback occurs, **a fee will be charged to the Customer** for the processing of the chargeback
- No fee will be charged to the Agency



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-20-128

May 18, 2020

Board of Control
City of Lakewood, Ohio 44107

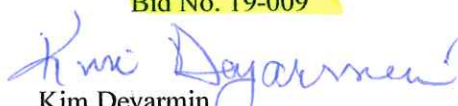
Subject: Renew Contract – Roll-off Box for Construction Debris

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Public Works, Division of Refuse, and the attached letter of recommendation, I am submitting for your consideration this request to renew a requirement contract with **Pete & Pete Container Service, Inc.** in an amount not to exceed **\$65,000** for the Disposal of Construction Debris as outlined in RFP No. 19-009. This is the first of (2) additional one-year renewal options available to the city, contract effective June 1, 2020 through May 31, 2021.

Pete & Pete Container Service, Inc. submitted the lowest and best response to the RFP issued for the services required.

Contracting Ordinance	Ordinance 33-19A \$80,000
Contracting Authority	\$56,400 / (\$8,600)
Funding:	General Fund
Account Distribution:	101-3040-433-39-03 \$175,000
Account Balance:	\$130,038 / \$65,038
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Object Code:	Contractual Services / Refuse Hauling
Commodity Code:	910-071
Bid Reference:	Bid No. 19-009


Kim Deyarmin
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Roman Ducu, Director of Public Works	_____	_____	_____
Brian T. Corrigan, Director of Law	_____	_____	_____
Peter Rancatore, Director of Finance	_____	_____	_____
Meghan F. George, Mayor	_____	_____	_____



M E M O R A N D U M

DATE: April 27, 2020
TO: Roman Ducu, Director, Department of Public Works
FROM: Glen Bleich, Division Manager, Division of Refuse and Recycling
RE: Construction Debris Contract
CC: Kim Smith

I recommend we renew "Roll-off Box for Construction Debris" RFP No 19-009.

Pete & Pete Container Service, Inc. was awarded the contract in 2019 for a 40 cubic yard roll-off box; contract effective June 1, 2019 through May 31, 2020. 2019 Price/Box was \$400.00.

Price/Roll-Off Box is \$410.00 for the first renewal year effective June 1, 2020 through May 31, 2021.

Pete & Pete Container Service Inc, has maintained outstanding service and accepts credit card payment w/o fee.

135 Loads previous year = \$54,000

150 Loads @ \$410 = \$61,500

Roll-Off Box for Construction Debris (#6328891)

Owner: City of Lakewood, OH

Bid No. 19-009

05/16/2019 02:00 PM EDT

					PETE AND PETE CONTAINER SERVICE, INC.		Rumpke Waste & Recycling	
Line Item	Item Code	Item Description	UofM	Qty	Unit Price	Extension	Unit Price	Extension
1	3.1A	YEAR 1; Cost per Container for Pick-Up and Return	PU	80	\$400.00	\$32,000.00	\$566.00	\$45,280.00
2	3.1B	YEAR 2; Cost per Container for Pick-Up and Return	PU	80	\$410.00	\$32,800.00	\$582.98	\$46,638.40
3	3.1C	YEAR 3; Cost per Container for Pick-Up and Return	PU	80	\$420.00	\$33,600.00	\$600.47	\$48,037.60
		Contract effective 6/1 thru 5/31				\$98,400.00		\$139,956.00

BID ACKNOWLEDGEMENT

- NOTE 1. The wording of this Bid Acknowledgement shall be retained throughout, without changes, alterations, or additions except as permitted by the Instructions to Bidders and the Bid Documents. Any change in the wording may cause the bid to be rejected as not complying with the law, however, the City of Lakewood (the "City") reserves the right to waive any informalities or irregularities.
- NOTE 2. Contract Bond shall be provided by awarded bidder for 100% of the contract amount and shall meet Sections 153.54 to 153.571 of the Ohio Revised Code and the Instructions to the Bidders.
- NOTE 3. *Each bid is deemed to be submitted based upon all Specifications, Instructions to Bidders, Bid Acknowledgement, and other Contract Documents, including but not limited to all Addenda. The bidder will be required to comply with all requirements of the Contract Documents, regardless of whether the Bidder had actual knowledge of the requirements and regardless of any statement or omission made by the Bidder, which might indicate a contrary intention.*

The Bidder shall supplement its bid by supplying the following information for use in the preparation of the contract.

BIDDER COMPANY NAME: Pete and Pete Container Service

NAME OF PRESIDENT: Susanne Ristagno

ADDRESS: 4830 Warner Road Garfield Hts OH 44125

FEDERAL TAX IDENTIFICATION NO.: 31-1548571

CONTRACTOR'S LICENSE NO.: na

TELEPHONE NO.: 216 441 4422; FAX NO.: 216 441-4408

MAILING ADDRESS: 4830 Warner Rd
Garfield Hts, OH 44125

CONTACT PERSON FOR CONTRACT PROCESSING: Nick Busser

E-MAIL ADDRESS: Nick@peteandpeteinc.com

May 14, 2020 1:41:54 PM EDT

File Edit Commands Help

SUPERION

NaviLine®

101-3040-433 39-03

Account miscellaneous

Budget miscellaneous

Encumbrances

Pre-encumbrances

Transactions

Detail by date

Detail by code

Detail by year & p

Pending by date

Pending by code

Pending by year

Procurement car

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Cancel

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Previous acc...

Next account

2019

2021

Account activi...

Pending trans...

Images

Budget alloca...

Account information

Contractual Services / Refuse Hauling

Fiscal year: 2020 Dr

Budget: 175,000.00

Committed: 44,961.96

Balance: 130,038.04

Project Data

Project Entry Optional

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	10,871.99	10,871.99
Q 02 February	10,963.99	21,835.98
Q 03 March	11,689.99	33,525.97
Q 04 April	11,435.99	44,961.96
Q 05 May	.00	44,961.96

Payment information

Vendor	(* indicates pending)	Total
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Encumbrances

PO #	Vendor	Balance
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Pre Encumbrances

Type	Req/PO	Project	Balance
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Segment/Balance Details

Fund	101	General Fund	Original Budget	175,000.00
Department	30	Public Works	Revised Budget	.00
Division	40	Refuse and Recycling	Current expenditures	.00
Activity basic	43	Streets and Highways	YTD expenditures	44,961.96
Sub activity	3	Sanitation	Unposted expenditures	.00
Element	39	Contractual Services	Encumbrances	.00
Object	03	Refuse Hauling	Unposted encumbrances	.00
			Pre-encumbrances	.00



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-19-129

May 18, 2020

Board of Control
City of Lakewood, Ohio 44107

Subject: Award Contract – Professional Service Contract – Re: Operational Support

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Planning & Development, and the attached letter of recommendation, I am submitting for your consideration this request to award a contract to LakewoodAlive in the amount of \$155,000 for Operational and Program Support to improve the local economy and the community's quality of life, by growing its Housing Outreach Program, Pride Fund, Bed Bug Support Services, Small Business Support and Rent Support.

Contracting Authority:	Ordinance 51-18 \$4,400,000
Contracting Balance:	\$4,373,000 / \$4,218,000
Funding:	Economic Development Fund
Account Distribution:	101-7001-461-93-02 \$1,000,220
Account Balance:	\$686,266 / \$531,266
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Object Code:	Professional Services
Commodity Code:	962-000
Bid Reference:	Professional Service


Kim Deyarmin
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Roman Ducu, Director of Public Works	_____	_____	_____
Brian T. Corrigan, Director of Law	_____	_____	_____
Peter Rancatore, Director of Finance	_____	_____	_____
Meghan F. George, Mayor	_____	_____	_____



Kim Deyarmin

From: Michelle Nohta
Sent: Wednesday, May 13, 2020 9:41 AM
To: Kim Deyarmin
Subject: RE: LakewoodAlive Contract on May 18th BOC

May 18, 2020

Board of Control – Request for Funding Approval to LakewoodAlive Contract Year 2020-2021

I respectfully request Board of Control award a contract to LakewoodAlive in the amount of \$155,000 for operational and program support that supports housing and small business in Lakewood. LakewoodAlive will utilize the funds to continue operating its housing outreach programs, its Pride Fund Program and expand its supportive services to help the small business community. The amount will be paid out of the Economic Development General Fund, account number 101-7001-461-93-02.

LakewoodAlive is a 501(c)(3) community and economic development organization focused on fostering and sustaining vibrant neighborhoods throughout the community.

The proposed funding will provide increased funding to support the existing Housing Outreach and Bedbug Support Services, while expanding to provide support to small businesses and enable LakewoodAlive to headquarter their offices in downtown Lakewood.

The Housing Outreach Program will be funded at \$76,000. ^{\$40,000 *} The program is designed to educate and assist all residents, with a primary focus on low- to moderate-income households. In 2019 LakewoodAlive was able to help hundreds of families resolve a variety of housing code violations. A few examples of the direct service provided include:

The Pride Fund will be funded at \$30,000. ^{\$40,000 *} This fund was created to address the issue of middle- income homeowners not being able to qualify other types of financing. The city's funding is structured as a dollar-for-dollar match to help incentive additional private investment.

Bed Bug Support Services will be funded at \$25,000 ^{\$25,000 *} to allow LakewoodAlive to act as the city's partner in the administration of bed bug support services. LakewoodAlive was a key partner in developing the city's bed bug ordinance, which was supported by City Council in the fall of 2017. This partnership is based on models nationwide and is focused on best practices for bed bug management in all types and styles of buildings.

Small Business Support ^{\$17,000} services that complement economic development plans being implemented by the city through education, administrative support and advocacy. LakewoodAlive will work to preserve, enhance and develop small business in Lakewood and endeavor to promote the Community Vision. ^{\$0 *}

Rent Support ^{\$7,000} for an office space to headquarter LakewoodAlive in downtown Lakewood. The office provides a place to welcome residents and small business owners as well as a meeting space for boards, committees and volunteer groups ^{\$0 *}

LakewoodAlive is a proven partner in delivering meaningful and effective housing programs and services to the Lakewood community. LakewoodAlive's discipline and focus on being part of the city's housing initiatives and strategies have positively impacting thousands of citizens in the community. Residents have access to high quality housing support services as they work to maintain their homes. All residents are served, and Lakewood's most vulnerable residents receive quality support. We look forward to continuing this valuable partnership.

2020 = \$155,000 * 2019 = \$105,000

Please find the attached addendum, which provides more details about the services LakewoodAlive will deliver with this support. Please let me know if I can answer any questions you may have about this request.

Michelle Nohta , AICP
City Planner

Addendum



2020 City Contract

- Housing Outreach Support: \$76,000

- Deliver Housing Outreach Programs
 - Work with residents who are seeking assistance with home repairs
 - Assist Community Development Loan eligible clients complete application and maneuver through the contracting process
 - Promote City Loan Programs
 - Connect residents with appropriate resources
- Paint Lakewood Program
 - Serve 13 households with CDBG Paint Program Funds
- Volunteer Project Program
 - Will complete 15 volunteer projects for low-moderate income clients
- 80/20 Material Match Fund
 - Will be used to offset the cost of materials for residents who are considered 50% or less of area median income
- Knowing Your Home Educational Series
 - Offer 14 educational workshops at no cost to participants.
 - KYH has an average of 35 participants per workshop
- Contractor Evaluations and Home Repair Education for Residents to ensure work is completed in a workman-like manner
- One-on-One Repair and Home Maintenance Education
- Community Engagement Program in Low-Moderate Income Census Tracts
- Project Safety
 - Carbon Monoxide and Smoke Detector Installation and Education for 75 households
- EITC (Earned Income Tax Prep Site) - Annual Partnership with ESOP (Empowering and Strengthening Ohio's People) for a one day Super Saturday event at a location in Birdtown.
- 1st Time Homebuyer Educational Workshop- Annual Partnership with ESOP and Third Federal Savings and Loan to offer a 2 part series about Home Buying, Ownership and Maintenance Education to interested residents in the Birdtown neighborhood.
- Aging in Place Assessments for aging residents and those with mobility issues
 - We offer these services to an resident who requests assistance or is referred to LakewoodAlive. On a case-by-case basis LakewoodAlive will install safety enhancements to ensure healthy and safe housing.
- Lakewood Tool Box
 - Tool lending library where residents will have access to high quality home repair tools and training. Membership fees apply and are waived for low-moderate income residents.
- Assist the city in implementation of Housing Forward, the comprehensive citywide housing strategy
- Assist the city with the execution of its affordable housing strategy

- Lakewood Pride Fund: \$ 30,000

- City matches every dollar raised for the program to support residents with income 0-120% of area median income in securing bank financing for exterior home repairs or major health or safety issues inside or out.
- The program was launched in 2019 with banking partner First Federal Lakewood
- Up to half of the city's funds can be used with the administrative costs of the program
- LakewoodAlive is also working on a potential partnership with other financial institutions and will continue to update the City of Lakewood on their progress.

- **Bed Bug Supportive Services: \$ 25,000**

- Delivers bed bug support citywide for both residents and property owners
- LakewoodAlive will work with the Department of Community Development and Building and Housing to create a comprehensive education plan for residents and landlords about the new ordinance as well as best practices.
- LakewoodAlive will also educate residents and property owners about bed bugs, treatment and best practices.
- LakewoodAlive will also provide comprehensive administrative tracking and reporting to assist with carrying out the new ordinance. This will include step-by-step documentation of each case which will assist the Building Department and potentially the Law Department to enforce the ordinance.
- Bi-Annual Reports will be provided
- LakewoodAlive will participate in the update of the City of Lakewood's Bed Bug webpage

- **Rental Assistance: \$ 7,000**

- In order to operate in a healthy and safe environment and provide high quality programming, LakewoodAlive seeks support for office rental assistance.
- As a result of increasing office rents, LakewoodAlive can still only afford a basement office space.
- Below-market rent of \$1,000 per month was negotiated with North Point Properties. This represents an increase of \$900 per month from the previous office lease which was substandard, unhealthy and unsafe.

- **Small Business Support: \$ 17,000**

- Staff and support merchant associations city-wide including:
 - Staff and support the Downtown Lakewood Business Alliance
 - Serve as fiscal agent and provide technical assistance as needed to the Uptown Madison Business Alliance and West End Lakewood merchant group
 - Assist and Chamber Economic Development Task Force and Education Task Force
- Cultivate entrepreneurship by doing the following:
 - Assist landlords and the city with commercial retail vacancies, specifically connecting small and local businesses with available space.
 - Supporting property owners by promoting available space and cultivating relationships with businesses
 - Promote and advocate for Storefront Renovation, Façade Improvement, and a small business gap finance program through the SBA
 - Support Startup Lakewood in partnership with the City of Lakewood
 - Provide direct customer service to small business owners on commercial corridors
 - Serve as a point of contact for questions, concerns and issues of retailers
 - Be a conduit to understanding problems and developing solutions for small business owners
- Small Business Education
 - Provide small business educational opportunities including:
 - Partnering with the City of Lakewood, Chamber of Commerce, Small Business Administration, Small Business Development Center at Cleveland State University and others to provide opportunities continuing educational opportunities
 - Utilizing the merchant associations to develop programming to meet the ever changing needs of entrepreneurs

May 14, 2020 3:17:04 PM EDT

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101-7001-46193-02

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Encumbrances

Pre-encumbrances

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Detail by code

Detail by year & p

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Account information

Q Miscellaneous / Economic Development

Fiscal year: 2020 Dr

Budget: 1,000,220.00

Committed: 995,490.76

Q Balance: 4,729.24

Project Data

Project Entry Optional

Q 070004 Grow Lakewood P .00

Q 070005 Lakewood Seed P .00

Q 112904 PRI: 1635 Hopki .00

Q 112905 PRI: 2145 Halst .00

Q 122400 ED: 11900 Madis .00

Q 122401 ED: 1484 Elmwod .00

Account Balance by Period

Period/Month	Actuals	Totals
Q 01 January	24,569.64	24,569.64
Q 02 February	23,285.33	47,854.97
Q 03 March	7,350.00	55,204.97
Q 04 April	160,763.42	215,968.39
Q 05 May	1,800.00	217,768.39
Q 06 June	.00	217,768.39

Payment information

Vendor	Total
Q CUYAHOGA COUNTY TREASURER	10,469.64
Q LAKEWOOD ALIVE	32,500.00
Q UNIVERSITY TEES, INC.	8,535.33
Q EPSTEIN DESIGN PARTNERS	1,200.00
Q BIRDTOWN COFFEE	7,000.00
Q CYCLE FLY, LLC	15,000.00
Q STEPHEN JOURILES	1,250.00

Encumbrances

P0 #	Vendor	Balance
Q 085931	LAKEWOOD, CITY OF	95,537.00
Q 087938	LAKEWOOD, CITY OF	131,000.00
Q 088861	LAKEWOOD, CITY OF	275,000.00
Q 092015	LAKEWOOD, CITY OF	180,000.00
Q 092120	EPSTEIN DESIGN PARTNE	2,400.00
Q 092122	LAUREN HERZAK-BAUMAN	625.00
Q 092123	LAKEWOOD GARDEN CLUB	1,875.00

Pre Encumbrances

Type	Req/P0	Project	Balance
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Segment/Balance Details

Fund	101	General Fund	Original Budget	.00
Department	70	Planning and Development	Revised Budget	1,000,220.00
Division	01	Planning and Development	Current expenditures	1,800.00
Activity basic	46	Community Environment	YTD expenditures	215,968.39
Sub activity	1	Community Environment	Unposted expenditures	.00
Element	93	Miscellaneous	Encumbrances	777,722.37
Object	02	Economic Development	Unposted encumbrances	.00
			Pre-encumbrances	.00



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-20-130

May 18, 2020

Board of Control
City of Lakewood, Ohio 44107

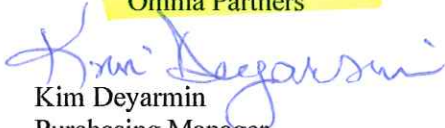
Subject: Award Contract – City Parks Public Wi-Fi Cloud Subscription

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Finance; Division of Information Systems, and the attached letter of recommendation, I am submitting for your consideration this request to award a requirement contract with CDW Government, Inc. in the amount of \$8,273 for the Xirrus Management System Cloud Annual Subscription that provides access points in (5) of our city parks as well as updates, technical support & product replacement. These wireless access points are used for police surveillance cameras as well as offering Wi-Fi to the public.

Xirrus Management Cloud System Annual Subscription provided through CDW Government, Inc. will be purchased through OMNIA Partners (formerly National IPA) IT Solutions & Services Contract #2018011-01, as authorized by Lakewood Codified Ordinances §111.04, allowing the City to purchase from agencies without the necessity of bidding.

Contracting Authority:	Ordinance 33-19A \$800,000
Contracting Balance:	\$376,659 / \$368,386
Funding:	General Fund
Account Distribution:	101-5050-412-52-07 \$690,000
Account Balance:	\$262,871 / \$254,598
Object Code:	Service Agreements - Computer
Contract Approved by Law:	Yes ____ / No ____ / PO ____ / c/c ____
Commodity Code:	920-045
Bid Reference:	Omnia Partners


Kim Deyarmin
Purchasing Manager

	Approved	Disapproved	Date
Roman Ducu, Director of Public Works	_____	_____	_____
Brian T. Corrigan, Director of Law	_____	_____	_____
Peter Rancatore, Director of Finance	_____	_____	_____
Meghan F. George, Mayor	_____	_____	_____

Memo

To: Kim Deyarmin, Purchasing Manager
From: Michael Coletta, Information Technology Manager
CC: Peter Rancatore, Finance Director
Keith Schuster, Assistant Finance Director
Date: 5/13/2020
Re: Xirrus Management System Cloud and Support

I recommend that the City of Lakewood agree to purchase a 1-year subscription of Xirrus Management System Cloud from CDW-G. This annual subscription is necessary for the management of the wireless access points in five of the city parks as well as for updates, technical support and product replacement. These wireless access points are used for police surveillance cameras as well as offering Wi-Fi to the public. The pricing offered is per National IPA Contract# 2018011-01. The service contract renewal covers the period from 5/27/2020 through 5/27/2021. The dollars to cover the total expense of \$8,272.80 (quote attached) for the required licenses are budgeted and reside in the following account: 101-5050-412.52-07.

Kim Deyarmin

From: Michael Coletta
Sent: Wednesday, May 13, 2020 2:32 PM
To: Kim Deyarmin
Cc: Keith Schuster; Peter Rancatore; Meghan George
Subject: Board of Control Agenda Item - 2020 Xirrus Cloud Maintenance
Attachments: Board of Control Xirrus 2020.docx; LKQV965.pdf

Kim,
Please see the attached Board of Control agenda item request for the maintenance of the Wi-Fi equipment in the parks used for police surveillance cameras and public Wi-Fi. I have cc'ed Mayor George because I recently emailed her explaining this proposed expenditure. In light of our increased revenue pressures, I wanted to afford her the opportunity to weigh in before I simply requested it be put on the BOC docket. She was okay with proceeding with this to the BOC meeting primarily because of the public safety aspect of it. I just wanted Finance to know I am scrutinizing expenses as well as offering the Mayor a chance to see things before they simply get put on the agenda.

Regards,

Michael Coletta
I.T. Manager
City of Lakewood, Ohio
(216) 529-6666
Onelakewood.com

QUOTE CONFIRMATION



DEAR MICHAEL COLETTA,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LKQV965	5/11/2020	CAMBIUM NETWORKS RENEWAL	0459718	\$8,272.80

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
XIRRUS EASYPASS SUB 2 RADIO CLD 1MO Mfg. Part#: EASY-RNW-1-2R-MON Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions (2018011-01)	492	6013469	\$3.04	\$1,495.68
XIRRUS CAM XMS CLOUD SUB 1MO Mfg. Part#: XMSC-RNW-1-2R-MON Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions (2018011-01)	492	6013471	\$6.84	\$3,365.28
XIRRUS CAM XMS CLOUD SUB 1MO Mfg. Part#: XMSC-RNW-1-4R-MON Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions (2018011-01)	192	6013483	\$12.37	\$2,375.04
XIRRUS EASYPASS SUB 4 RADIO CLD 1MO Mfg. Part#: EASY-RNW-1-4R-MON Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions (2018011-01)	192	6013488	\$5.40	\$1,036.80

PURCHASER BILLING INFO	SUBTOTAL	\$8,272.80
Billing Address: CITY OF LAKEWOOD FINANCE DEPT ATTN A/P 12650 DETROIT AVE LAKEWOOD, OH 44107-2832 Phone: (216) 521-7580 Payment Terms: Net 30 Days-Govt State/Local	SHIPPING	\$0.00
	SALES TAX	\$0.00
	GRAND TOTAL	\$8,272.80
DELIVER TO	Please remit payments to:	
Shipping Address: CITY OF LAKEWOOD DIV OF INFORMATION SERV. 12650 DETROIT AVE LAKEWOOD, OH 44107-2832 Shipping Method: ELECTRONIC DISTRIBUTION	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION



Sean Bergquist

(877) 325-3701

seanb@cdwg.com



Public Sector



**PEOPLE
WHO
GET IT®**

- IT Solutions and Services #2018011-01
- Technology & Interactive Whiteboard Solutions Products & Services #R160201
- Total Cloud Solutions #R171001

**Competitively solicited and publicly awarded by City of Mesa, AZ
Contract #2018011-01**

Contract includes:

A comprehensive product and service offering including desktops, notebooks, servers, software, peripherals, cloud computing, consulting/analysis, design, technical support, leasing/financing, trade-ins, repair, configuration/system configurations, implementation, training, maintenance, installation, system testing, upgrades, and imaging.

May 14, 2020 4:03:03 PM EDT

File Edit Commands Help

SUPERION
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101-5050-412 52-07

Account miscellaneous

Budget miscellaneous

Encumbrances

Pre-encumbrances

Transactions

Detail by date

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Pending by year

Procurement car

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Next account

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2021

Account activi...

Pending trans...

Images

Budget alloca...

Account information

Q Service Agreements / Computer

Fiscal year: 2020 Dr

Budget: 690,000.00

Committed: 422,904.64

Q Balance: 267,095.36

Project Data

Project Entry Optional

Q 103002 Code Enforcemen .00

Q 123012 SharePoint .00

Q 163011 Fiber Network C .00

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	177,082.81	177,082.81
Q 02 February	106,454.76	283,537.57
Q 03 March	28,421.79	311,959.36
Q 04 April	85,545.28	397,504.64
Q 05 May	.00	397,504.64

Payment information

Vendor (* indicates pending)	Total
Q DELL MARKETING L.P.	63,696.72
Q BPI INFORMATION SYSTEMS, INC.	19,000.00
Q ESRI, INC.	17,900.00
Q WEBQA, INC.	17,660.00
Q RIGHT STUFF SOFTWARE CORP.	41,400.00
Q GRANICUS, INC.	11,232.27
Q SUPERION, LLC	77,874.52

Encumbrances

PO #	Vendor	Balance
Q 092327	GRANICUS, INC.	.00
Q 092328	ONLINE SOLUTIONS, LLC	21,300.00
Q 092329	SUPERION, LLC	.00
Q 092330	RIGHT STUFF SOFTWARE	.00
Q 092424	BPI INFORMATION SYSTE	.00
Q 092425	DELL MARKETING L.P.	.00
Q 092510	WEBQA, INC.	.00

Pre Encumbrances

Type	Req/PO	Project	Balance
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Segment/Balance Details

Fund	101	General Fund	Original Budget	690,000.00
Department	50	Finance	Revised Budget	.00
Division	50	Information Systems	Current expenditures	.00
Activity basic	41	General Government	YTD expenditures	397,504.64
Sub activity	2	General Government	Unposted expenditures	.00
Element	52	Service Agreements	Encumbrances	25,400.00
Object	07	Computer	Unposted encumbrances	.00
			Pre-encumbrances	.00



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-20-131

May 18, 2020

Board of Control
City of Lakewood, Ohio 44107

Subject: Award Contract – Professional Services Contract – Re: Fire Station No. 2 Building Addition

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Public Works, Division of Engineering, and the attached letter of recommendation, I am submitting for your consideration this request to award a Professional Services Contract to **DS Architecture** in the amount of **\$85,000** to provide architectural, design and engineering services for the Fire Station No. 2 Building Addition.

DS Architecture submitted the best responsive RFP for these Professional Services as outlined in an RFP.


Contracting Authority:	Ordinance 41-19 \$2,500,000
Contracting Balance:	\$1,659,800 / \$1,574,800
Funding:	Lakewood Hospital Special Revenue Fund
Account Distribution:	260-7001-461-39-10 Project #207008 \$85,000
Account Balance	\$85,000 / \$0.00
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Object Code:	Fire Station 2 Bldg Addition
Commodity Code:	907-075
Bid Reference:	RFP


Kim Deyarmin
Purchasing Manager

	Approved	Disapproved	Date
Roman Ducu, Director of Public Works	_____	_____	_____
Brian T. Corrigan, Director of Law	_____	_____	_____
Peter Rancatore, Director of Finance	_____	_____	_____
Meghan F. George, Mayor	_____	_____	_____



M E M O R A N D U M

DATE: May 15, 2020
TO: Kim Deyarmin, Procurement Officer
FROM: Mark K. Papke, PE, CPESC – City Engineer 
RE: Lakewood Project No. 207008
FIRE STATION #2 BUILDING ADDITION – Design Services

We requested proposals from the previously top ranked consultants for providing architectural, design and engineering services for the above referenced project. Proposals were received from CT Consultants, Domokur Architects and DS Architecture. The proposals were ranked by Lakewood Fire Department, Planning and Engineering staff and DS Architecture is the highest ranked firm. Attached is the proposal from DS Architecture to perform professional services based on the Request for Proposal along with a cost proposal.

It is planned to construct an approximate 30' by 88' building addition at LFD Station #2 and make modifications to the current building to optimize the facility area and improve safety. See the attached conceptual plan.

I recommend that the Board of Control approve DS Architecture to provide the services such that the survey, soil borings, and design work can proceed. I request an approval amount of \$85,000 which includes a contingency for unforeseen conditions.

Funding: Lakewood Hospital Fund ACCT 260-7001-461-39-10

Please contact me with any questions.

Summary - Team Rankings

Date: 5/13/2020

Directions: Rank each consultant as a whole; their score will be used for all categories; USE WHOLE NUMBERS

Consultant					Total Score	COST
<i>Maximum Points =</i>	<i>100</i>	<i>100</i>	<i>100</i>	<i>100</i>	<i>400</i>	
CT Consultants	59	66	88	90	303	\$ 96,984.00
Domokur Architects	56	76	88	97	317	\$ 120,719.00
DS Architects	60	82	92	87	321	\$ 95,693.00

CITY OF LAKEWOOD
Request for Proposals
Lakewood Fire Dept.
Station #2 Addition



DS ARCHITECTURE



May 4, 2020

Mr. Mark Papke, PE
Lakewood City Engineer
12650 Detroit Avenue
Lakewood, OH 44107
mark.papke@lakewoodoh.net

Reference: Proposal for Lakewood Fire Department (LFD) Station #2 Addition

Dear Mr. Papke and the Selection Committee,

It is a pleasure to submit our qualifications for the design of the City of Lakewood's Fire Station #2 Addition. As the Studio Director of Public Safety | Civic Architecture my experience extends back to the late 1990s as we completed the design for the new City Hall and Police Station located in the City of Hermitage Pennsylvania. Since then our team has completed public safety projects across Pennsylvania and Ohio. A few of the highlights include, the Ohio Department of Corrections Juvenile Correctional Facilities, City of Tallmadge Fire Station, Westfield Township Fire Station, and most recently the completion of the Cuyahoga Community College Public Training Village. This Village is only one of a handful training villages in the country and will serve Northeast Ohio and beyond for the training of future fire fighters and first responders.

In addition to our experience in design we gain great insight from our involvement in the Ohio Fire Chief's Association and Ohio Association of Chief's of Police. We attend and participate in their training and community service events. We have been asked to speak at both of their state conferences in recent years. Most recently our Director of Design, Eric Pros, was selected to speak at the Firehouse Magazines Station Design Conference in Chicago in 2020, the topic is on community-based police and fire stations.

Client satisfaction is our primary measure of success, and we look forward to the opportunity to assist you in further defining your project goals and developing your vision for the project moving forward. Your project is important to us, and we will be readily available to you throughout the design and construction process. We earnestly take a collaborative approach to every project we are privileged to be a part of, and prioritize values such as fairness and trustworthiness in every partnership we enter. We listen to the owner and end user needs and desires, lead the process of developing and implementing design, and innovate sustainable creative solutions for each project.

Thank you for the opportunity to submit our qualifications for your project.

Sincerely,

DS ARCHITECTURE

Jeffrey G. Meyers, AIA, NCARB, LEED AP BD+C
Chief Executive Officer
DS Architecture, LLC

DS ARCHITECTURE

PROJECT APPROACH

DESIGN - BID - BUILD

FIELD STUDY & PROGRAMMING | IDEA CONCEPTION

One of our first charges, early in the design process, is to clearly delineate all of the anticipated tasks that need accomplished to take the project from inception to completion. Working in concert with you a finalized scoping table will be developed that lists the remaining project tasks and describes who has responsibility for completing each task. This technique and tool itemizes all the tasks and delineates the City of Lakewood and Lakewood Fire Department's (LFD) involvement during the whole project. A sample scoping table is included in our response for your review. This will be updated, per the RFP, on a monthly bases and will aid the team in organization of schedules, tasks completed, tasks scheduled and critical milestones.

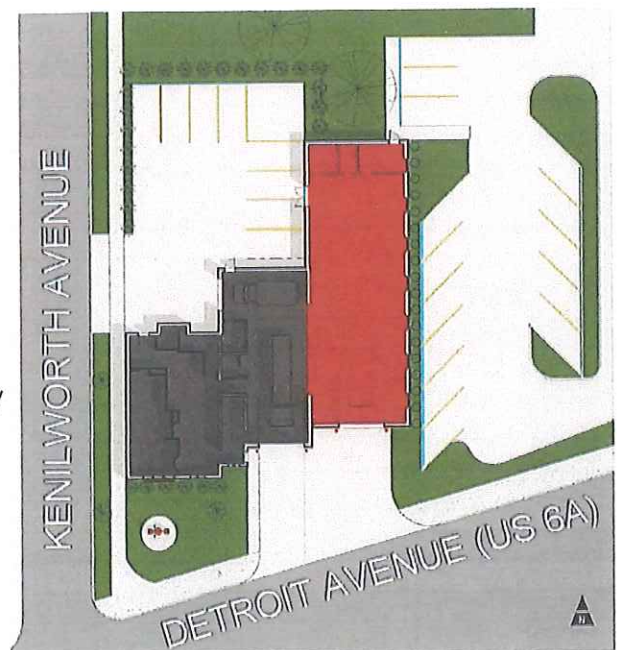
Understanding a facility's needs, requirements, goals and constraints is always the first step in any project. During the early stages of the design process, programming and visioning work session(s) will facilitate an open dialogue with the City of Lakewood, the LFD and other stakeholders. This collection of information, ideas, and goals at the outset helps identify the specific needs of each space and determine how each function fits within the whole. We gather this input as one of the early tasks in the project and this will be accomplished by interviewing the department to determine specific requirements. By having the building occupants involved early in the process we can develop a master programming approach with all the goals of the project documented which will guide the project team through the design and construction of the project.

We also understand the importance of reviewing and validating existing conditions of the project. We will conduct a thorough review of existing documents and investigate the existing building to determine existing conditions and to prioritize the proposed improvements. We will also conduct geotechnical testing to determine the structural integrity of the soil for the apparatus bay addition. With this information we will be able to determine the approach for the design of the foundations. Concurrently, we will be completing a site survey that will include boundary and topographic information.

There are also several regulatory requirements that require review during this initial phase of the project. We will conduct Zoning and Code Review with the City of Lakewood and the LFD team throughout the design process, and then develop implementation strategies to work within the building constraints. These include, but are not limited to, compliance with any Accessibility Requirements and compliance with the Ohio Building Code (OBC). Early in the design process, we will discuss with you all regulatory requirements that may pertain to the project.

SCHEMATIC DESIGN | IDEA EXPLORATION

The conceptual and schematic design phases, we will study multiple concepts to develop the scale and relationship between the proposed solutions and components. The primary objective of this phase is to arrive at one clearly defined concept within the project budget. To achieve this, we will work closely with City of Lakewood and LFD, our consulting engineers and other stakeholders. It will also be important to understand the architectural impact that proposed engineering solutions may have on the project. We will ensure the department is apprised of our initial concepts for end use feedback and buy-in.



LFD Station #2 - Plan Diagram

Deliverables at the end of the schematic design phase will include preliminary building plans, elevations, sections, and details including structural, mechanical and electrical analysis and narratives, and 3D renderings. We have a long-standing relationship with our primary sub-consultants and have established lines of communication to ensure that everything defined in the programming is coordinated and that the schematic design truly represents a solution for the project. These deliverables will be used to update the cost estimate and schedule.

DESIGN DEVELOPMENT | IDEA REFINEMENT

The design for your project will be refined in this phase. An evaluation of construction methods will inform the probable construction costs for various methods and design options studied during this process. Design development deliverables produce floor plans, sections, notes and elevations with full dimensions. Our deliverables will include all items as outlined in the RFP. These drawings typically include door and window details, finishes and outline material specifications. These deliverables will be used to update the cost estimate and schedule. We will keep the City of Lakewood and LFD apprised of the project status with an updated presentation.

CONSTRUCTION DOCUMENTS | IDEA FINALIZATION

Upon approval of the Design Development documents, the Construction Documents phase will set forth detailed requirements for construction. In this phase of design final detail and information is added to the drawings for the purpose of plan review and bidding. Information will describe the elements, details, components, materials, and other required information necessary for complete construction of the project. Construction document deliverables include a set of drawings, project specifications and general conditions that include pertinent information required for the contractor to price and build the project and to obtain required permits. Final material specifications will be completed, and final construction estimate will be developed.

As part of DS Architecture's process, we will complete our quality control and quality insurance review. Our team consists of 5 different studios all lead by different registered architects. An architect that was not involved in the design of the project will do a full peer and coordination review of the final construction documents. The review includes the review of all engineering documents and a back check of project requirements. This process limits architectural and engineering potential change orders (PCOs), request for information (RFIs), and costly delays during construction. The national average for A/E caused change orders is around 2% of construction. DS Architecture consistently produces documents that have less than 1% PCOs.

We will coordinate submissions to the various agencies and entities that have jurisdiction and require plan review.

BIDDING AND AWARD | IDEA REALIZATION

DS Architecture has experience with obtaining bids or negotiated proposals, evaluating proposals, and helping award and prepare construction contracts. We also have experience using multiple construction delivery methods including General Contracting. We believe in accuracy and transparency in this public process, and will see that no major concerns and or issues arise during the bidding and award process. We will aid in the preparation of the bidding documents and forms, attend and participate in pre-bid meetings and site visits, assist the city in responding to request for information and issue any required addenda. Once bids are submitted, we will evaluate them and prepare a recommendation of award.

CONSTRUCTION ADMINISTRATION | IDEA REALIZATION

Our philosophy for communication with the City of Lakewood, LFD and the General Contractor begins by involving all parties in the construction process from groundbreaking through the final project punch out, confirmation of technology plan implementation, commissioning, and project turnover. As a team, we will keep all goals (whether functional, budgetary, or schedule related) as a top priority of by constantly monitoring their progression. To facilitate communication, we plan weekly job conferences at the site for the owner's representative, architectural team, and construction team to aid construction to proceed as scheduled. This will allow the project to be thoroughly documented by keeping on-going records tracking the project's progression. At a minimum, documentation will

include the over-sight, tracking and review of submittals, RFIs, ASIs, and bulletins; detailed schedules; field reports; progress reports, progress photos; safety and site logistics planning; delivery log; cash flow reports; and operations and maintenance manual. While this information helps us pro-actively assess the ongoing work and continue to analyze the project schedule, the information is also used to communicate with you. When public owners are able to see and understand their project's progression, they are able to make the most of their stewardship opportunity.

While unforeseen circumstances or human error are always a possibility, experience has taught us that issues are best resolved through proactive management and communication. We are determined to manage those things under our control (oversight, communication, budget, quality, and schedule). Should an issue arise we are just as determined to immediately work towards a client focused resolution. This involvement enables the project to be completed on time and within given budgets and helps to ensure that we have truly achieved the LFD's goals in the project.

Once Station #2 is constructed and completed, we will compile all warranties, operations, and maintenance records into a reference manual. We will also coordinate training of staff that will be responsible for operating and maintaining your new facility. We will ensure the contractor provides us with markups of changes during construction and provide as-built/record drawings. We will also recommend a job conference approximately 11 months after construction completion to review all items covered under the 1 year warranty and to facilitate any warranty work that may need to be completed. This involvement will reinforce that the project has been completed on time within given budgets, and that we truly achieved the City of Lakewood's and the LFD's goals for the project.

SUMMARY

We feel strongly that a collaborative approach to designing the new apparatus bay and renovation of the existing apparatus bay will result in a comprehensive design and thus, a better project will be created through this collaboration. It is important to consider all stakeholder needs, areas of expertise, and insight. This approach will encourage synergy among the multiple functional requirements of the project. In our team's experience, working with the City of Lakewood and the LFD on this integrated approach avoids the mishap of finding incompatible design elements late in the process when it is expensive to make changes. Having the expertise of the City of Lakewood's and the LFD's personnel involved throughout the design and construction of the project, our integrated design process will have an underlying focus on your goals, schedule and project budget.



LFD Station #2 Rendering

SCOPE OF WORK MATRIX & SCHEDULE

SCOPE OF WORK AND SEQUENCE

WHOSE RESPONSIBILITY

DURATION

DS Architecture

City of Lakewood

Field Study & Programming (Idea Conception)

1-2 Weeks

Determine available project funds (hard costs and soft cost)		
Determine program	Assist Owner	
Number of spaces	Assist Owner	
Special characteristics of any spaces	Assist Owner	
Delineate storage requirements	Assist Owner	
Determine exactly what will be stored	Assist Owner	
Special requirements of any spaces - HVAC etc.	Assist Owner	
Property survey with boundaries, topography, and utilities.	Assist Owner	
Zoning review		
Preliminary building code review		
Develop written program		Approval

Schematic Design (Idea Exploration)

1-2 Weeks

Determine relationship and adjacencies of spaces		
Preliminary site plan		
Preliminary floor(s) plan(s)		
Preliminary investigation of MEP		
Preliminary exterior elevations		
Preliminary probable construction cost		
Preliminary project cost		Approval

Design Development (Idea Refinement)

2-4 Weeks

Further developed site plan		
More detailed building code review		
Further developed floor plan		
Material and finishes selections	Assist Owner	
Further developed exterior elevations		
Material and finishes selections	Assist Owner	
Develop structural system		
MEPS Engineers develop systems		
Construction Cost review and adjustment if required		Approval

Construction Documents (Idea Finalization)

2-4 Weeks

Final site civil site work developed		
Final construction documents		
Floor plans		
Exterior elevations		
Sections		
Details		
Schedules		
Final MEPS documents		
Final review of building code		
Final construction cost review and adjustment if required		Approval

Bidding, Negotiation, and Plan Review (Idea Realization)

4-6 Weeks

Submit documents for building permit to building department		
Respond to building review comments if required		
Pre-bid meeting		
Public bidding	Assist Owner	
Prepare bid and distribute bid advertisement	Assist Owner	
Review of bids		
Recommendation of bids to owner		
Acceptance of bids by owner	Assist Owner	Approval
Contracts for construction		Approval

Construction and Construction Administration (Idea Realization)

8-12 Weeks

Pre-construction meeting		
Review of shop drawings		
Review of construction schedule		
Construction administration		
Periodic construction reviews with owner		
Construction and project closeout		Approval
11th month walkthrough		Approval

LFD Station #2 Building Addition

Cost Schedule

SUMMARY

Item	Unit	(A) Estimated Quantity	(B) Unit Rate	Total Cost (A x B)
<i>Field Study</i>				
Senior Architect and/or Engineer (DS Architecture)	Hr	2	\$125	\$250
Project Architect and/or Engineer (DS Architecture)	Hr	2	\$110	\$220
Senior Architect and/or Engineer (EPIC Engineering)	Hr	2	\$130	\$260
Project Mechanical/Electrical Engineer (EPIC Engineering)	Hr	12	\$110	\$1,320
Senior Architect and/or Engineer (Environmental Design Group)	Hr	10	\$145	\$1,450
Professional Surveyor (Environmental Design Group)	Hr	8	\$130	\$1,040
Survey Crew with Equipment (Environmental Design Group)	Hr	10	\$175	\$1,750
CADD Technician (Environmental Design Group)	Hr	14	\$80	\$1,120
<i>Field Study - Subtotal</i>				\$7,410
<i>Geotechnical Engineering</i>				
Geotechnical Engineering	Lump Sum	1		\$5,335
<i>Geotechnical Engineering – Subtotal</i>				\$5,335

Item	Unit	(A) Estimated Quantity	(B) Unit Rate	Total Cost (A x B)
<i>Schematic Design Submittal</i>				
Senior Architect and/or Engineer (DS Architecture)	Hr	4	\$125	\$500
Project Architect and/or Engineer (DS Architecture)	Hr	24	\$110	\$2,640
Senior Architect and/or Engineer (Barber & Hoffman)	Hr	10	\$110	\$1,100
CADD Technician (Barber & Hoffman)	Hr	8	\$85	\$680
Senior Architect and/or Engineer (EPIC Engineering)	Hr	4	\$130	\$520
CADD Technician (EPIC Engineering)	Hr	4	\$80	\$320
Project Mechanical/Electrical Engineer (EPIC Engineering)	Hr	10	\$110	\$1,100
Senior Architect and/or Engineer (Environmental Design Group)	Hr	6	\$145	\$870
Project Architect and/or Engineer (Environmental Design Group)	Hr	12	\$135	\$1,620
Staff Architect and/or Engineer (Environmental Design Group)	Hr	5	\$110	\$550
CADD Technician (Environmental Design Group)	Hr	24	\$90	\$2,160
<i>Schematic Design – Subtotal</i>				\$12,060

Item	Unit	(A) Estimated Quantity	(B) Unit Rate	Total Cost (A x B)
Design Development Submittal				
Senior Architect and/or Engineer (DS Architecture)	Hr	8	\$125	\$1,000
Project Architect and/or Engineer (DS Architecture)	Hr	32	\$110	\$3,520
Interior Design Professional (DS Architecture)	Hr	12	\$95	\$1,140
Senior Architect and/or Engineer (Barber & Hoffman)	Hr	16	\$110	\$1,760
CADD Technician (Barber & Hoffman)	Hr	8	\$85	\$680
Senior Architect and/or Engineer (EPIC Engineering)	Hr	4	\$130	\$520
CADD Technician (EPIC Engineering)	Hr	16	\$80	\$1,280
Project Mechanical/Electrical Engineer (EPIC Engineering)	Hr	20	\$110	\$2,200
Senior Architect and/or Engineer (Environmental Design Group)	Hr	8	\$145	\$1,160
Project Architect and/or Engineer (Environmental Design Group)	Hr	18	\$135	\$2,430
Staff Architect and/or Engineer (Environmental Design Group)	Hr	8	\$110	\$880
CADD Technician (Environmental Design Group)	Hr	36	\$90	\$3,240
<i>Design Development Submittal – Subtotal</i>				\$19,810

Item	Unit	(A) Estimated Quantity	(B) Unit Rate	Total Cost (A x B)
Construction Documents Submittal				
Senior Architect and/or Engineer (DS Architecture)	Hr	12	\$125	\$1,500
Project Architect and/or Engineer (DS Architecture)	Hr	40	\$110	\$4,400
Interior Design Professional (DS Architecture)	Hr	16	\$95	\$1,520
Senior Architect and/or Engineer (Barber & Hoffman)	Hr	24	\$110	\$2,640
CADD Technician (Barber & Hoffman)	Hr	10	\$85	\$850
Senior Architect and/or Engineer (EPIC Engineering)	Hr	6	\$130	\$780
CADD Technician (EPIC Engineering)	Hr	40	\$80	\$3,200
Project Mechanical/Electrical Engineer (EPIC Engineering)	Hr	18	\$110	\$1,980
Senior Architect and/or Engineer (Environmental Design Group)	Hr	8	\$145	\$1,160
Project Architect and/or Engineer (Environmental Design Group)	Hr	28	\$135	\$3,780
CADD Technician (Environmental Design Group)	Hr	40	\$90	\$3,600
Construction Documents Submittal – Subtotal				\$25,410

Project Manager (Professional Engineer)				
Project Manager (Professional Architect and/or Engineer) (DS Architecture)	Hr	16	\$150	\$2,400
Project Manager (Professional Architect and/or Engineer) (Barber & Hoffman)	Hr	4	\$200	\$800
Project Manager (Professional Architect and/or Engineer) (Environmental Design Group)	Hr	18	\$176	\$3,168
<i>Project Manager – Subtotal</i>				\$6,368
Total Project Not to Exceed Price (Sum of all Subtotals)			76,393	

Submitting Firm Information and Acknowledgement of Terms

Firm Name: DS Architecture, LLC

Address: 1020 Huron Road
Suite 101
Cleveland, Ohio 44115

Phone: 330.678.6144

Main Contact: Jeffrey G. Meyers, CEO

Main Contact Email: jmeyers@dsarchitecture.com

The Consultant acknowledges that the above submitted prices are in accordance with the Scope of Services, General Requirements and Payment sections of this RFP.

Signed:  Date: May 3rd, 2020

Print Name & Title: Jeffrey G. Meyers, CEO

May 15, 2020 4:02:22 PM EDT

File Edit Commands Help

Project 207008-FS #2

☒ Account types
☒ Assets
☒ Expenditures
☒ Liabilities
☒ Revenues
☒ Encumbrances
☒ Miscellaneous info
☒ Pending transaction
☒ Pre-encumbrances
☒ Project detail balance

Project Information

Description: FS #2 Addition Design
Status: Active
Estimate: 85,000.00
Type: SR Special Revenue
Sub type:
Start/stop dates: 1/01/2020 -
1st month of FY: 00
Source of funds:

Project Code

There are no user defined code fields for this project

Project Year-to-Date

FY: 2020	Balance	85,000.00
Budget:		85,000.00
Actual:		.00
Unposted:		.00
Pre-encumbrance:		.00
Encumbrance:		.00
Pending:		.00

Project Life-to-Date

FY(s): 0000 - 9999	Balance	85,000.00
Budget:		85,000.00
Actual:		.00
Unposted:		.00
Pre-encumbrance:		.00
Encumbrance:		.00
Pending:		.00

Print

Cancel

Exit

Next project

Previous proj...

2019

2021

Project activit...

Change balan...

Account Number	Description	Budget	Actual
260-7001-461.39-10	Contractual Services / Other	85,000.00	

Bullock, Kepple, Litten, Neff, O'Malley, Rader,
Shachner

ORDINANCE NO: 33-19A

BY:

AN ORDINANCE to take effect immediately provided it receives the affirmative vote of at least two thirds of the members of Council, or otherwise to take effect and be in force at the earliest period allowed by law, amending Ordinance 33-19 adopted December 16, 2019, authorizing the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager to enter into contracts for professional services, and to advertise for bids and enter into contracts for the purchase of repair maintenance and operating supplies, services and equipment as authorized by the 2020 Appropriation Ordinance and the Administrative Code of the City of Lakewood with the lowest and best bidder or bidders or as otherwise provided by law.

WHEREAS, this Council desires to provide the authorization to the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager to enter into contracts for professional services, and to advertise for bids and enter into contracts for the purchase of repair maintenance and operating supplies, services and equipment as authorized by the 2020 Appropriation Ordinance and the Administrative Code of the City of Lakewood with the lowest and best bidder or bidders or as otherwise provided by law; and

WHEREAS, as set forth in Section 2.12 of the Third Amended Charter of the City of Lakewood, this Council by a vote of at least two thirds of its members determines that this ordinance is an emergency measure and that it shall take effect immediately, and that it is necessary for the immediate preservation of the public property, health, and safety and to provide for the usual daily operation of municipal departments in that delay could impair the City's ability to provide necessary services in a timely manner for fiscal year 2020, now, therefore,

BE IT ORDAINED BY THE CITY OF LAKEWOOD, STATE OF OHIO

Section 1. Section 1 of Ordinance 33-19, adopted December 16, 2019, currently reading as follows:

Section 1. That the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager be and are hereby authorized and directed to enter into a contract or contracts for supplies, services and equipment with the lowest and best bidder or bidders or as otherwise provided by law, as follows:

Professional services contracts included in the 2020 Budget are as follows:

- 1) Legal Services.....250,000
- 2) Recodification of Ordinances12,500
- 3) Financial Audit.....100,000

4) Hospitalization and Health Care Benefit Consulting Services.....	45,000
5) Consultant for Workers Compensation.....	30,000
6) Risk Management Consulting Services.....	15,000
7) Healthcare, Physicals, Drug & Alcohol Testing.....	25,000
8) Employee Assistance Program.....	12,000
9) Supervisor /Manager /Employee Training.....	200,000
10) Exams for Classified Positions.....	75,000
11) Housing and Building Plans Examinations.....	75,000
12) Lakewood Jail Medical Services.....	80,000
13) Band Concerts.....	20,000
14) Municipal Engineering Consultant.....	25,000
15) Debt Issuance Costs.....	250,000
16) Integrated Wet Weather Plan Professional Services.....	1,100,000
17) Administrative Professional Services.....	400,000
18) Professional Services related to Lakewood Hospital.....	500,000
Sub-Total.....	\$3,214,500

Services contracts included in the 2020 Budget are as follows:

1) Government Agreements (WEB).....	120,000
2) Government Agreements (Ed of Ed/Pool; Rockport TIF).....	800,000
3) Financial Institution Service Charges.....	60,000
4) Electronic Payment Services.....	375,000
5) Property & Liability Insurance Contracts.....	500,000
6) Workers' Comp Stop Loss Insurance.....	95,000
7) Life Insurance.....	20,000
8) Hospitalization and Health Care Benefit Services.....	8,500,000
9) Medical Claims Billing Service.....	100,000
10) Sentenced Prisoners Full Jail Service.....	200,000
11) Home Delivered Meals.....	25,000
12) Distribution System Leak Survey.....	40,000
13) Disposal of Screenings and Grit (WWTF).....	15,000
14) Excavation Spoils Removal.....	80,000
15) Roll of Box for Street Sweeping.....	60,000
16) Solid Waste Disposal Site.....	900,000
17) Organic Waste Disposal.....	125,000
18) Waste Collections - Condominiums.....	125,000
19) Biosolids Disposal.....	125,000
20) Roll-Off Box for Construction Debris.....	80,000
21) Site to Receive & Process Yard Waste.....	60,000
22) Lab Analysis Service.....	40,000
23) Citywide Computer Hdwre Op. Sys., & Software Maint Contracts.....	800,000
24) Communications Services.....	150,000
25) Water Meter Program Maintenance.....	20,000
26) Telephone Service.....	95,000

27) Cellular Phone Service.....	250,000
28) HVAC Maintenance.....	125,000
29) Elevator Maintenance.....	25,000
30) Fire Alarm Maintenance.....	50,000
31) Copier Maintenance Service.....	30,000
32) Postage, Mailing Services, Equipment Lease/Maintenance.....	300,000
33) Rental and Laundry of Uniforms.....	45,000
34) Advertising.....	30,000
35) Printing Services.....	165,000
36) CRIS/LEADS Fees.....	20,000
37) Parking Citation Billing Service.....	50,000
38) Fireworks Display.....	35,000
39) Transportation Services.....	130,000
40) Lakewood Hospital Demolition, Hazmat Abatement & Site Prep.....	4,000,000
41) Cove Church Design, Hazmat Abatement & Site Prep.....	600,000
Sub-Total.....	\$19,365,000

Materials, supplies, and equipment authorized for purchase under the 2020 Budget are as follows:

1) Sand and Aggregate.....	45,000
2) Concrete Supplies.....	65,000
3) Asphalt Materials.....	50,000
4) Asphalt Cold Patch.....	25,000
5) Crack Sealant.....	40,000
6) Road Salt (Sodium Chloride).....	335,000
7) Fire Hydrants, Sewer and Water Appurtenances.....	150,000
8) Water Meter Supplies & Materials.....	40,000
9) Sign Shop-Supplies, Blanks & Reflective Material.....	130,000
10) Polymer Flocculants.....	30,000
11) Wastewater Treatment Chemicals.....	150,000
12) Tires and Road Service.....	95,000
13) Automotive Repairs, Parts and Supplies.....	625,000
14) Oil and Lubricants.....	40,000
15) Fuel (Gasoline and Diesel).....	500,000
16) Purchase Uniforms and Gear - Public Works.....	25,000
17) Electrical Supplies.....	50,000
18) Hardware Supplies.....	45,000
19) Janitorial Supplies.....	55,000
20) Landscape Materials.....	45,000
21) Building Supplies.....	130,000
22) Plumbing Supplies.....	45,000
23) Pool Supplies - Chemicals.....	55,000
24) Small Tools and Equipment.....	130,000
25) Prisoner Food Supplies.....	25,000

26) Purchase Uniforms & Gear – Safety Forces.....	100,000
27) Ammunition	40,000
28) Office Supplies	45,000
29) Computer Supplies.....	10,000
30) Computer Software.....	45,000
31) Communications Equipment	100,000
32) Paper Supplies	15,000
33) Lease Copier Equipment.....	35,000
34) Subscriptions/Publications	30,000
35) Reforestation.....	250,000
36) Police Operating Equipment.....	150,000
37) Fire/EMS Operating Equipment	150,000
38) Waste Water Treatment Plant Operating Equipment	200,000
39) Fitness Equipment/Devices	15,000
Sub-Tototal	\$4,110,000
Total.....	\$26,689,500

Shall be and is hereby amended to read as follows:

Section 1. That the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager be and are hereby authorized and directed to enter into a contract or contracts for supplies, services and equipment with the lowest and best bidder or bidders or as otherwise provided by law, as follows:

Professional services contracts included in the 2020 Budget are as follows:

1) Legal Services.....	250,000
2) Recodification of Ordinances	12,500
3) Financial Audit	100,000
4) Hospitalization and Health Care Benefit Consulting Services	45,000
5) Consultant for Workers Compensation	30,000
6) Risk Management Consulting Services	15,000
7) Healthcare, Physicals, Drug & Alcohol Testing	25,000
8) Employee Assistance Program	12,000
9) Supervisor /Manager /Employee Training.....	200,000
10) Exams for Classified Positions	75,000
11) Housing and Building Plans Examinations	75,000
12) Lakewood Jail Medical Services	80,000
13) Band Concerts.....	20,000
14) Municipal Engineering Consultant.....	25,000
15) Debt Issuance Costs.....	250,000
16) Integrated Wet Weather Plan Professional Services	1,100,000
17) Administrative Professional Services.....	400,000

18) Professional Services related to Lakewood Hospital	500,000
Sub-Total	\$3,214,500

Services contracts included in the 2020 Budget are as follows:

1) Government Agreements (WEB)	120,000
2) Government Agreements (Pd of Ed/Pools; Rockport TIF).....	800,000
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8) Life Insurance	20,000
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13) Distribution System Leak Survey	40,000
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19) Waste Collections – Condominiums	125,000
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25) Communications Services	150,000
26) Water Meter Program Maintenance.....	20,000
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28) Cellular Phone Service	250,000
29) HVAC Maintenance	125,000
30) Elevator Maintenance	25,000
31) Fire Alarm Maintenance	50,000
32) Copier Maintenance Service.....	30,000
33) Postage, Mailing Services, Equipment Lease/Maintenance	300,000
34) Rental and Laundry of Uniforms.....	45,000
35) Advertising	30,000
36) Printing Services	165,000
37) CRIS/LEADS Fees.....	20,000
38) Parking Citation Billing Service	50,000
39) Fireworks Display	40,000
40) Transportation Services	130,000
41) Lakewood Hospital Demolition, Hazmat Abatement & Site Prep	4,000,000

41) Cove Church Design, Hazmat Abatement & Site Prep600,000
 Sub-Total\$19,370,000

Materials, supplies, and equipment authorized for purchase under the 2020 Budget are as follows:

1) Sand and Aggregate.....	45,000
2) Concrete Supplies.....	65,000
3) Asphalt Materials.....	50,000
4) Asphalt Cold Patch.....	25,000
5) Crack Sealant.....	40,000
6) Road Salt (Sodium Chloride).....	335,000
7) Fire Hydrants, Sewer and Water Appearances.....	150,000
8) Water Meter Supplies & Materials.....	40,000
9) Sign Shop-Supplies, Blanks & Reflective Material.....	130,000
10) Polymer Flocculants.....	30,000
11) Wastewater Treatment Chemicals.....	150,000
12) Tires and Road Service.....	95,000
13) Automotive Repairs, Parts and Supplies.....	625,000
14) Oil and Lubricants.....	40,000
15) Fuel (Gasoline and Diesel).....	500,000
16) Purchase Uniforms and Gear - Public Works.....	25,000
17) Electrical Supplies.....	50,000
18) Hardware Supplies.....	45,000
19) Janitorial Supplies.....	55,000
20) Landscape Materials.....	45,000
21) Building Supplies.....	130,000
22) Plumbing Supplies.....	45,000
23) Pool Supplies - Chemicals.....	55,000
24) Small Tools and Equipment.....	130,000
25) Prisoner Food Supplies.....	25,000
26) Purchase Uniforms & Gear - Safety Forces.....	100,000
27) Ammunition.....	40,000
28) Office Supplies.....	45,000
29) Computer Supplies.....	10,000
30) Computer Software.....	45,000
31) Communications Equipment.....	100,000
32) Paper Supplies.....	15,000
33) Lease Copier Equipment.....	35,000
34) Subscriptions/Publications.....	30,000
35) Reforestation.....	250,000
36) Police Operating Equipment.....	150,000
37) Fire/EMS Operating Equipment.....	150,000
38) Waste Water Treatment Plant Operating Equipment.....	200,000
39) Fitness Equipment/Devices.....	15,000

Sub-Total\$4,110,000
 Total.....\$26,694,500

Section 2. That, contracts for supplies, services and equipment in excess of \$7,500 and for professional services in excess of \$5,000 shall not be awarded except as approved herein or further approved by Resolution of Council.

Section 3. The Third Amended Charter published in the Codified Ordinances is the official charter of the City of Lakewood.

Section 4. It is found and determined that all formal actions of this Council concerning and relating to the passage of this ordinance were adopted in an open meeting of this Council, and that all such deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.

Section 5. This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare in the City and for the usual daily operation of the City for the reasons set forth and defined in the preamble to this ordinance, and provided it receives the affirmative vote of at least two thirds of the members of Council, this ordinance shall take effect and be in force immediately upon its adoption by the Council and approval by the Mayor, or otherwise it shall take effect and be in force after the earliest period allowed by law.

Adopted: 3/16/2020

Don O'Malley
 President

Mawreen McHugh Bush
 Clerk

Approved: 3/18/2020

Christopher F. Sharpe
 Mayor

Placed on 1st reading and
referred to Finance 11/18/19;
2nd reading 12/2/19

ORDINANCE NO. 34-19

BY: Anderson, Bullock, George, Litten, O'Leary,
O'Malley, Rader

AN ORDINANCE to take effect immediately provided it receives the affirmative vote of at least two thirds of the members of Council, or otherwise to take effect and be in force at the earliest period allowed by law, authorizing the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager to enter into service contracts in accordance with the Administrative Code of the City of Lakewood for the Department of Planning & Development in accordance with the Administrative Code of the City of Lakewood, contracts not to exceed the specified amounts shown without separate resolution of Council.

WHEREAS, as set forth in Section 2.12 of the Third Amended Charter of the City of Lakewood, this Council by a vote of at least two thirds of its members determines that this ordinance is an emergency measure and that it shall take effect immediately, and that it is necessary for the immediate preservation of the public property, health, and safety and to provide for the usual daily operation of municipal departments in that delay could impair the City's ability to provide necessary services in a timely manner for fiscal year 2020; now, therefore

BE IT ORDAINED BY THE CITY OF LAKEWOOD, OHIO

Section 1. That the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager is hereby authorized and directed to enter into contracts in accordance with the Administrative Code of the City of Lakewood, for the Division of Planning & Development, contracts not to exceed the specified amounts shown, except as hereinafter provided:

Service Contracts **\$4,400,000**

Building Code Enforcement;
Childcare Scholarship Assistance Program;
Cleveland Mediation Center: Landlord Tenant Services;
Commercial Property Revitalization (Storefront Renovation) Program;
Cuyahoga County Planning Commission;
Domestic Violence & Child Advocacy Center: Victim Advocacy Services;
Economic Development Loan Fund;
First Time Homebuyer Down Payment Assistance Program (CDBG & HOME);
Greater Cleveland Regional Transit Authority;
Home Improvement Grant Program (HIG);
Home Investment Partnerships Program (HOME);
Home Weatherization Assistance Program;
Housing Research & Advocacy Center: Fair Housing Services;

LakewoodAlive: Housing Outreach & Rent Rebate Programs;
 Lakewood Community Services Center: Case Management Services, Emergency Shelter
 Services, Employment Services, Food Pantry & Homelessness Prevention
 Programs;
 Lakewood Small Business Grant Program;
 LaunchHouse;
 Loan Servicing Fees: Low-Interest Loan, Nuisance Demolition, Nuisance Rehabilitation,
 RAMP & Weatherization Programs;
 Low-Interest Housing Rehabilitation Loan Program (LIL);
 Neighborhood Stabilization Program (NSP): Acquisition, Rehabilitation & Demolition;
 North Coast Community Health Center: Health Services;
 Nuisance Demolition Program;
 Nuisance Rehabilitation Program;
 Property Revitalization Program: Acquisition, Rehabilitation, Marketing & Sale;
 Public Infrastructure Improvements: Sidewalk Repair/Replacement, Street Resurfacing,
 Streetscape Enhancements, Transit Waiting Environments & Watermain
 Replacement & Park Improvements;
 Repair Accessibility & Maintenance Program (RAMP);
 SEED Small Business Loan Program: Loan Servicing Fees;
 Senior Supportive Services.

Section 2. That the Mayor (Director of Public Safety), the Director of Public Works, the
 Director of Law, the Director of Finance, and/or the Purchasing Manager is hereby authorized
 and directed to enter into contracts as set forth above in amounts not to exceed the specified
 amounts without further action from Council; and to enter into contracts in excess of specified
 amounts only upon consent of Council evidenced by adoption of a resolution specifying the
 authorized amount.

Section 3. The Third Amended Charter published in the Codified Ordinances is the
 official charter of the City of Lakewood.

Section 4. It is found and determined that all formal actions of this Council concerning
 and relating to the passage of this ordinance were adopted in an open meeting of this Council,
 and that all such deliberations of this Council and of any of its committees that resulted in such
 formal action were in meetings open to the public in compliance with all legal requirements.

Section 5. This ordinance is hereby declared to be an emergency measure necessary for
 the immediate preservation of the public peace, property, health, safety and welfare in the City
 and for the usual daily operation of the City for the reasons set forth and defined in the preamble
 to this ordinance, and provided it receives the affirmative vote of at least two thirds of the
 members of Council, this ordinance shall take effect and be in force immediately upon its
 adoption by the Council and approval by the Mayor, or otherwise it shall take effect and be in
 force after the earliest period allowed by law.

Adopted: 12/16/2019
 President of Council
 Clerk of Council
 Approved: 12-18-19
 Mayor

Placed on 1st reading and
referred to Finance 11/18/19;
2nd reading 12/2/19

Anderson, Bullock, George, Litten, O'Leary,
BY: O'Malley, Rader

ORDINANCE NO. 41-19

AN ORDINANCE to take effect immediately provided it receives the affirmative vote of at least two thirds of the members of Council, or otherwise to take effect and be in force at the earliest period allowed by law, authorizing and directing the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager to advertise for bid and enter into a contract with the lowest and best bidder in accordance with the Administrative Code of the City of Lakewood for **Buildings & Facilities Improvements** in accordance with the Administrative Code of the City of Lakewood, contracts not to exceed the specified amounts shown without separate resolution of Council.

WHEREAS, as set forth in Section 2.12 of the Third Amended Charter of the City of Lakewood, this Council by a vote of at least two thirds of its members determines that this ordinance is an emergency measure and that it shall take effect immediately, and that it is necessary for the immediate preservation of the public property, health, and safety and to provide for the usual daily operation of municipal departments, and to provide for the usual daily operation of municipal departments in that certain capital improvements projects are to be undertaken beginning on or after January 1, 2020 in accordance with the Capital Improvement Plan for fiscal year 2020; now, therefore

BE IT ORDAINED BY THE CITY OF LAKEWOOD, OHIO:

Section 1. That the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager is hereby authorized and directed to engage architectural and/or engineering firms to provide professional services for the design, preparation of specifications, construction inspection, contract administration and to advertise for bids and enter into a contract with the lowest and best bidder in accordance with the Administrative Code of the City of Lakewood, for the following Infrastructure Improvements, contracts not to exceed the specified amounts shown, except as hereinafter provided:

Buildings & Facilities Improvements **\$2,500,000**

Section 2. That the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager is hereby authorized and directed to enter into contracts as set forth above in amounts not to exceed the specified amounts without further action from Council; and to enter into contracts in excess of specified amounts only upon consent of Council evidenced by adoption of a resolution specifying the authorized amount.

Section 3. The Third Amended Charter published in the Codified Ordinances is the official

charter of the City of Lakewood.

Section 4. It is found and determined that all formal actions of this Council concerning and relating to the passage of this ordinance were adopted in an open meeting of this Council, and that all such deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.

Section 5. This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare in the City and for the usual daily operation of the City for the reasons set forth and defined in the preamble to this ordinance, and provided it receives the affirmative vote of at least two thirds of the members of Council, this ordinance shall take effect and be in force immediately upon its adoption by the Council and approval by the Mayor, or otherwise it shall take effect and be in force after the earliest period allowed by law.

Adopted: 12/16/2019


President of Council

Maura M. Bach
Clerk of Council


Mayor

Approved: 12-18-19